

**PROCUREMENT & SERVICES OFFICER I,  
CORRECTIONAL FACILITY**

**JOB ANALYSIS  
BACKGROUND INFORMATION**

**Date of Study:** November 15<sup>th</sup> – 19<sup>th</sup>, 2004

**Collective Bargaining Identification:** S01

**Job Analysis Conducted By:** Lisa D. John, Personnel Examining Analyst  
Personnel Examining Section

**Number of Incumbents:** There are 2 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated July 27, 2004.

**Names of the Subject Matter Expert(s) and their background:**

**Michael Manning, Correctional Business Manager I, Ironwood State Prison**

Mr. Manning currently works as a Correctional Business Manager I for the Department of Corrections (CDC) at Ironwood State Prison and has been there for 6 years. Previously he has worked as a Procurement and Services Officer II, CF at Pelican Bay State Prison and Centinela State Prison and has worked for the Department for over 21 years.

**Barbara Wilkerson, Procurement and Services Officer I, CF, California Institution for Women**

Barbara Wilkerson currently works as a Procurement and Services Officer I, CF at California Institution for Women and has been there for 2 years. Previously she has worked for the Department for over 25 years.

## **PROCUREMENT & SERVICES OFFICER I, CF INFORMATION GATHERING**

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California classification specification